



Name : RIYA ELIZABETH GEROGE

Current Location:
Ernakulam

Email:
riyaelza@gmail.com

Mobile:
+919544289790

Industry:
Human Resource
Management/HR Executive

Educational Qualification:

✚ Bachelor Business
Management (2010-
2013)

Key Skills:

- Tally
- Good communication and typing skills.
- Initiative Committed and well organize to achieve desired results.
- Microsoft Excel, Word

Personal Details:

Name:
Riya Elizabeth George

Experience in UAE

Designation : Customer Service Coordinator

Company : WAFI INDUSTRIAL LLC

Work from : 14-April-2021 to 31-July-2022

- Handle and resolve customer complaints/inquiries via email or phone in a timely and accurate manner.
- Provide price and cost proposals in response to customers' request.
- Maintain database of customer sales order and invoicing records.
- Scheduling appointments for clients, answering phones and tracking clients service records.
- To handle collections of credit payments.

Experience in India.

Designation : HR Assistant

Company : DiveMM Distributors

Work from : 01-07-2015 to 30-09-2017

- Support all internal and external inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Schedule meetings, interviews and maintain agendas.
- Produce and submit reports on general HR activity.

Designation : Floor - Coordinator

Company : Mar Baselious Medical Mission Hospital

Work From : 01-02-2018 to 31-08-2018

- Act as a link between clinical and administration in all matters.
- Respond to patient enquiries regarding Doctors and services, provide information regarding hospital procedures and protocol.
- Responds to patients' complaints regarding hospital services.
- Ensure that patients are getting discharge summaries on time.
- Distribute and collect the feedback form from the inpatient at the time of discharges.

Date of Birth:
29-09-1992

Nationality:
Indian

Languages Known:
English, Malayalam, Tamil,
Hindi

Marital Status:
Married

Designation : Office Administrator

Company : Village Printed Carry Bags

Work from : 01-10-2018 to 31-05-2020

- Welcome visitors and providing assistance as needed.
- Create, update, and maintain personal records, financial records, and other data.
- Answer phone calls and respond to e-mail.
- Submit timely reports and prepare presentations as assigned.
- Track stocks of office supplies and places orders when necessary.
- Assist with book-keeping.
- Proficiency in MS Office and Excel.

PROJECT

A Study on quality of work life among employees at sang-rose laboratories Pvt. Ltd.

11/ 10 /2022

RIYA ELIZABETH GEROGE